

MINUTES FOR
PROJECT ENGINEERS MEETING
FRIDAY, JULY 23, 2004
9:30 A.M. CONFERENCE ROOM “C”

1. CADD & PC Update.....Randy Bissette

Randy met with IT in an attempt to secure additional server space. He discussed the possibility of getting a new e-mail system since Netscape cannot be upgraded. Please archive any files that you are not currently using. When we go to V8, these will be upgraded. Betsy’s group will go to V8 first. We will be getting new workstations. Put all your personal files on your “D” drive to prevent losing them. Please “reference” Roadway files; don’t copy them to the server.

2. Branch Staff Meeting.....Greg Perfetti

- Darlene is our Unit Ergonomic Coordinator. If any of your employees have problems related to ergonomics such a carpal tunnel, back pain, etc. please let Darlene know.
- Continue to familiarize yourself with PMII.
- Don’t park in the fenced in area at the end of building “B” unless on overnight travel.
- Note handout for Lump-Sum Projects.

3. SBP/CBP Programs.....Ricky Keith

See Handout from Herb Henderson, dated 7/22/04.

4. Contract Times.....Ricky Keith

If you get requests for bridge construction times from Planning or other units, please discuss this with me prior to sending any information. Depending on why the information is needed, we might need to discuss this with the Contract Times Committee.

5. Project Development Process Changes.....Ricky Keith

There is an initiative underway to revise the Project Development Process schedule. What this means to Structure Design is that we will be getting our information from Roadway Design and Hydraulics at an earlier date prior to the letting. Our responsibility would be to have design decisions made by the Preliminary Field Inspection state so that the structures can be discussed at that meeting. All this is being reviewed to try to improve the permit application process.

6. LRFD Manuals.....Allen Raynor

Copies of the Third Edition of the LRFD Manual will be ordered for each design engineer. These will be in English Units. A CD will be available for metric.

7. New Policy Memos.....Gichuru Muchane

Note the following new policy memos:

- Utilities Passing Through The Backwall
- Bridge Drainage System
- Mechanical Coupler Detail